

# **AUSTRALASIAN RELIGIOUS PRESS ASSOCIATION**

## **Job Description**

### **Executive Officer**

**Responsible to:** ARPA President  
**Reports to:** ARPA President and ARPA Executive  
**Job Status:** Part-time (up to 10 hours per week - TBC)

***Purpose of Job:*** Under the direction of its Executive Committee, to administer the work of the Association.

#### ***Duties and Responsibilities:***

- Provide stewardship of the administrative and constitutional requirements of ARPA
- Serve as the point of contact for the Association, handling day-to-day enquiries from members and persons outside the Association
- Provide membership services and communications, and develop membership
- Produce and distribute the annual ARPA Directory
- Facilitate the Annual ARPA Awards
- Maintain all records of the Association including membership database
- Liaise with the Communications Officer and Webmaster
- Ensure appropriate records for all financial aspects of EO's position and expenditure
- Seek sponsorship for the Association and nurture same
- Attend the annual ARPA conferences and serve as the Executive Committee's agent to conference committees
- Assist organising agenda, attendance notices and venues, of Executive Committee meetings
- Liaise and support as necessary Chapter Coordinators, task groups, conference planning committees, as required
- Liaise with the President to keep him/her informed of Association developments of note
- As a full and voting member of the Executive Committee, to work collegially with the Committee to enhance the work of the Association.

**Reports Required:**

- Provide a report for the intra-meeting period to each of the Executive Committee meetings
- Provide an annual report to the Annual General Meeting of the Association.

**Competencies and Requirements:**

- Ability to work effectively and sometimes to deadlines, without supervision.
- Availability to travel intrastate, inter-state and internationally (to New Zealand)
- Have advanced IT skills in e-communication, including updating of the website
- Superior verbal and written communication skills
- General financial experience including budgeting would be helpful
- Experience in working for religious or not-for-profit organisation would be helpful
- Management and/or marketing qualifications and/or experience would be helpful
- An understanding of journalism in its broader sense, would be helpful

**Personal Attributes:**

- A practicing Trinitarian Christian who has an understanding of and empathy with the Christian faith, values and protocols across all Christian denominations
- Maturity (of attitude rather than age)
- A self-motivator
- Above average interpersonal skills
- A servant-leader attitude to all tasks
- An entrepreneurial and positive, 'can-do' spirit
- A certain passion for excellence in everything that is done

**Operational Requirements:**

- Personal office space with dedicated storage space (for at least two filing cabinets and a general cabinet or cupboard)
- Access to telephone and dedicated Post Box
- Reasonable access to public transport or own vehicle